

JOB ANALYSIS LIBRARY

Copying a Job Analysis from one Position Description to Another

Introduction

The purpose of the Job Analysis (JA) Library is to improve our ability to share job analyses throughout the CHCO community.

Guide Contents


This guide provides instructions on copying a Job Analysis from one position description to another.

Copying a Job Analysis from one Position Description to another

In some circumstances, you may wish to copy a JA from one HR Office and use it in your own HR Office. If the JA is a Word document, you will then be able to make changes to the document as needed.

Step 1



After logging into Lotus Notes, double click on the PD Library ICON . This will take you to the Job Analysis Library. Click Job Analysis Library.



Step 2

This will bring up a list that contains both position descriptions and job analyses for positions throughout GSA.

JA Library

Download Copy

Home

Sort By Grade

Sort By PD#

Sort By Series

Sort By Region

Sort By Service
Switch to JAs for
Master PDs

PD Library

Exit

[Search by Keyword](#) [Expand All](#) [Collapse All](#) [View Occupants List](#) [View Job Analysis](#)


	Pay Plan	Series	Grade	Position Title	PD#	Vacancy Numbers	DccD
▶				Central Office			
▶				Executive Resources			
▶				National Capital Region			
▶				Office of Inspector General			
▶				Region 01			
▶				Region 02			
▼				Region 03			
▶				FAS			
▶				LEGAL			
▼				OAD			
▶	GS	0201	14	Assistant Human Resources Officer	3307697	51CF2ZF3DC0C1F6B8525758B00501316	
▶	GS	0301	14	Emergency Program Specialist	3307754	A6A8A3ABCEEE5E65825758B00501317	
▶	GS	0501	14	Financial Management Analyst	3307827	DOBADFQ4C2B09A408525758B00501318	
▶	GS	1234	14	JA Test1	7896541	37F47HBIK4C33708525758A006AF A86	
▶	GS	0340	14	Program Manager	3307553	2E2FA0597GJGZ0E07525758B00501313	
▶	GS	0301	14	Special Assistant To The Deputy Regional Administrator	3307336	A9B447TBS10P7A49525758B00501314	
▶	GS	0301	13	Congressional Services Specialist	3307612	51EE2328B2585948525742P006A36E2	
▶	GS	0301	13	Congressional Services Specialist	3307612	DCCEB85A4E330F78B825758B00501317	
▶	GS	0301	13	Emergency Program Specialist	3307849	3E6B5266867E3103E250EF00CBEB03	
▶	GS	0260	13	Equal Employment Manager	3306696	D37C283A98COF388B25758B00501312	
▶	GS	0201	13	Lead Human Resources Specialist	3307684	582A2DF8E40A108B525758B00501315	
▶	GS	0201	13	Lead Human Resources Specialist (InformationSystems)	3307939	696C069CA10D31DA8525758B0050131C	
▶	GS	1102	13	Procurement Analyst	3307894	1550FP6EC7BC2078625758B0050131B	
▶	GS	1035	13	Public Affairs Specialist	3307891	21CCP91959BA308B25758B0050131A	
▶				PBS			
▶				PBS Building Block POD PDs			
▶				Region 04			
▶				Region 05			
▶				Region 06			
▶				Region 07			


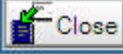
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Step 3

If a JA is attached to a PD, it will be listed under the PD. Clicking on the triangle ► next to the pay plan will allow you to see if a JA is attached.

▼GS	0501	14	Financial Management Analyst	3307827	DDBADFD4C2BD9A608525758B00501318
Job Analysis - Test JA.doc -					
Job Analysis - ATTNQ7WR -					

Double click on the Job Analysis you wish to copy. Click on the Edit JA  button.



→  

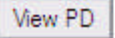
JOB ANALYSIS FORM

Job Analysis Information

Standard:
Region: Region 03
Service:
Position Title: Financial Management Analyst
PD#: 3307827
Series: 0501
Grade: 14

Vacancy Announcement #s related to this JA/PD
12345678

Attach a JA ->  
Test JA.doc Test JA.doc



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Step 4

Right click the mouse on the Job Analysis you want to copy. Select Copy from the drop down list.


JOB ANALYSIS FORM

Job Analysis Information

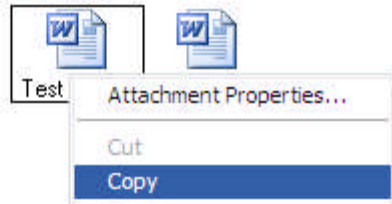
Standard:
Region: Region 03
Service:
Position Title: Financial Management Analyst
PD#: 3307827
Series: 0501
Grade: 14

Vacancy Announcement #s related to this JA/PD

12345678

Attach a JA -> 

 View PD



Step 5

Click the close  button to close the window.

Step 6

Locate the PD where the JA should be attached. Double click to open the PD.

▼ Region 06					
▶ CPC					
▼ FIN					
GS	0510	15	Supervisory Accountant		6604169
GS	0510	14	Supervisory Accountant		6603536
GS	0510	14	Supervisory Accountant		6604191
GS	0510	14	Supervisory Accountant		6604316
GS	0510	14	Supervisory Staff Accountant		6603763
GS	0510	13	Staff Accountant		6603868
GS	0510	13	Staff Accountant		6604398

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Step 7

Click on the Attach/Edit/View Job analysis. **Attach/Edit/View Job Analysis** button. The JA form will appear. Place your cursor in the brackets, and right click on mouse and select paste.

JOB ANALYSIS FORM

Job Analysis Information	
Standard:	Regional
Region:	Region 06
Service:	FIN
Position Title:	Staff Accountant
PD# :	6604398
Series:	0510
Grade:	13

Vacancy Announcement #s related to this JA/PD

Add New Number

Modify Number

Delete Number

Attach a JA ->

View PD

Text Properties... Ctrl+K

Cut Ctrl+X

Copy Ctrl+C

Copy as Document Link

Paste Ctrl+V

The copy will appear.

Add New Number

Modify Number

Delete Number

Attach a JA ->

APPASMGRS2.jpg

Save & Close

Click Save and Close button to complete the process.

NOTE: You cannot make any changes to a JA created by another HR Office. You must first copy it to a PD in your own HR Office to make changes. Only JAs created as a Word document can be modified. The same procedures apply to the Master Library.

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